

Master Builders Tasmania

2016 Training Calendar



Construction & Building Industry Super



**MASTER BUILDERS
TASMANIA**

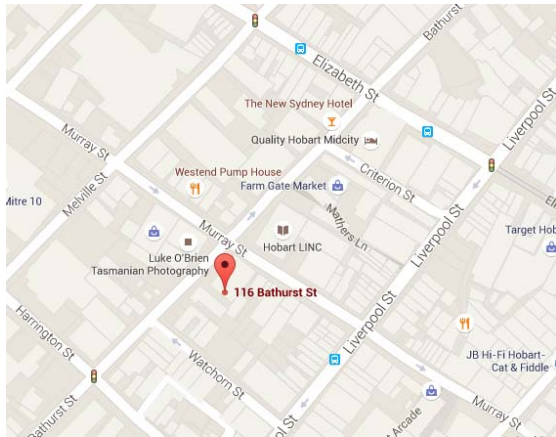
Contact Master Builders Tasmania

Head Office & Southern Region Office

Level 5, 116 Bathurst St HOBART TAS 7000 / GPO Box 992 HOBART TAS 7001

Phone: (03) 6210 2000 / Fax: (03) 6210 2050

Email: headoffice@mbatas.org.au



Limited parking available in Murray St

Local Hobart City Council Car Parks

Centrepont Carpark (Entry off Victoria Street)

Monday to Friday: 8am - 6.15pm

Argyle Street Carpark

Monday to Friday: 7am -10pm

Hobart Central Carpark (Entry off Melville St)

Monday to Friday: 8am - 6.30pm

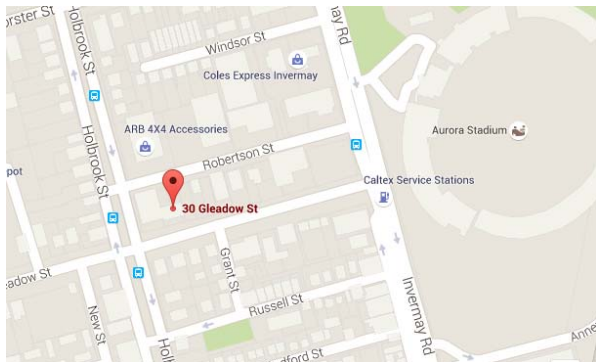
Northern Region Office

30 Gleadow Street

INVERMAY TAS 7248

Phone: (03) 6334 7400 / Fax: (03) 6334 9400

Email: launceston@mbatas.org.au



On-site parking available

North West Region Office

41 Steele Street DEVONPORT TAS 7310 / PO Box 83 DEVONPORT TAS 7310

Phone: (03) 6424 4144 / Fax: (03) 6424 8350

Email: devonport@mbatas.org.au



On-site parking available

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REGISTERED TRAINING ORGANISATIONS (RTOs)

Master Builders Tasmania (MBT) partners with a number of RTOs to deliver the best and most relevant training for the Building and Construction Industry. All nationally recognised training is clearly identified as such and you will be issued with a “Statement of Attainment” or a “Certificate” on successful completion of the unit(s) or course(s).

RTOs we are currently working with are:

- Learning Partners (LP) (Provider No. 3397) www.learningpartners.com.au
- Master Builders Association of South Australia (Provider No. 0646) www.mbas.com.au
- Tasmanian Safety & Training Services (Provider No. 32326) www.tsts.net.au
- Life Rescue International (LRI) (Provider No. 91278) www.lri.com.au
- HANDA Training Solutions (Provider No. 60134) www.handa.net.au

UNIQUE STUDENT IDENTIFIERS

From the 1st January 2015 it is a requirement that RTO’s receive a valid Unique Student Identifier from a student before they issue that student with a statement of attainment. Students who do not already have a USI can apply by going to www.usi.gov.au and clicking on the “Create a USI link”.

COURSE COSTS, TRAINING SUBSIDIES & REFUND POLICIES

Many of the courses are subsidised through the building levy, administered by the Tasmanian Building and Construction Industry Training Board (TBCITB), State Government, Federal Government and other funding sources. We will advise you on a course-by-course basis about availabilities and conditions.

Each course enrolment form will clearly identify the RTO who provides the training, the details of the course you registered for, course fees, conditions, locations and duration of the course. Further details regarding terms and conditions of training can be accessed on the RTOs’ websites as indicated above or on request obtained from our training department

Some course costs may vary from those printed in the Training Calendar and will be confirmed at the time of enrolment. **Participants who are not MBT members or their employees will be required to pay full course fees at the time of registration. The training subsidy amount will be reimbursed on successful completion. Payments are due prior to course commencement.**

IMPORTANT: All forms of subsidies only apply if the participant successfully completes the course. If you fail to attend or fail to successfully complete assessments within the allocated timeframes you have to pay the full course fee.

MBT reserves the right to cancel any training or to postpone such training to an alternative date. All registered participants affected by any such cancellation or postponement will receive either a full refund (in the event of cancellation) or the opportunity to transfer to the next available course (in the event of postponement).

DEPARTMENT OF JUSTICE – LICENCING AND ACCREDITATION ADVICE ON CPD POINTS

Building Practitioner Accreditation will accept any hour of training in this Training Calendar to be equivalent to one point of Group 1 – industry based education, provided the person who undertook the training considers it to be relevant to their professional development as an Accredited Building Practitioner. This covers domestic, commercial and building design categories.

RECOGNITION OF PRIOR LEARNING

All our partner RTOs offer RPL. A phone call or visit from an experienced assessor will help you determine where you are at and decide whether or not you want to go the next step. For further details visit their website or just give us a call and we will explain the process.

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WH&S STATUTORY REQUIREMENTS

Provide First Aid HTLAID003 (CPR & First Aid Refresher Included) #1	9		✓					✓			
Asbestos Awareness	9	✓					✓				
Electrical Test & Tagging	10			✓					✓		
Work Safely in the Construction Industry CPCOHS1001A #2	10	Held on Demand									
Implement Traffic Management Plan RIWHS302D #3	11	Held on Demand									
Prepare Work Zones Traffic Management #4	11	Held On Demand									
Enter Confined Space MSAPMPER205C #5	12	Held On Demand									
Hazardous Manual Tasks	12				✓					✓	
Risk Management – SWMS	13	✓						✓			
Safety Management Plans	13		✓						✓		
Drug & Alcohol Awareness #6	13	Held On Demand									

SUSTAINABLE CONSTRUCTION

Green Living / Sustainable Living	15					✓					
Condensation & Insulation	15					✓					

BUSINESS COURSES

MYOB Training	17				✓						✓
How to Write Tenders	17				✓						✓
Business Management – Winning Profitable Jobs	17		✓				✓				
Business Management – Your Team	18		✓				✓				
Business Management – Making clients Your Greatest Fans	18			✓				✓			
Business Management – Leadership & Change	18			✓				✓			
Business Management – Better Things To Do	19				✓				✓		
Business Management – Your Personal Wealth	19				✓				✓		
Good People Practices	20			✓					✓		
Contracts Training	20					✓					✓

	Page	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov
Estimating for Builders	21	✓					✓				
Construction Supervision	21		✓					✓			
Contractor Management	21			✓					✓		

TECHNICAL REQUIREMENTS

Basic Scaffolding CPCCLSF2001A #7	23	Held On Demand									
Work Safely at Heights RIIWH5204D #8	23	Held On Demand									
Elevated Work Platforms TLILC2005A #9	24	Held On Demand									
Waterproofing Internal	24					✓					
Waterproofing External	24					✓					
Heritage Projects Conservation Management – Management Requirements	25		✓				✓				
Heritage Projects Maintenance - Interior	25			✓				✓			
Heritage Projects Maintenance - Exterior	25				✓				✓		
Timber Framing	26	✓				✓					
Residential Footings and Slabs	26	✓				✓					
Footnotes:											
#1 – Accredited Training conducted by Tasmanian Safety & Training Services Provider No.32326											
#2 - Accredited Training conducted by Learning Partners Provider No.3397 and held on demand											
#3 – RTO to be advised and held on demand											
#4 – RTO to be advised and held on demand											
#5 – Accredited Training conducted by Tasmanian Safety & Training Services Provider No. 32326											
#6 – Held on demand											
#7 – Accredited Training conducted by Handa Training Solutions Provider No. 32326 and held on demand											
#8 – Accredited Training conducted by Life Rescue International Provider No. 91278 and held on demand											
#9 – Accredited Training conducted by Life Rescue International Provider No. 91278 and held on demand											

WH&S STATUTORY REQUIREMENTS

PROVIDE FIRST AID HTLAID003 (Including CPR and First Aid Refresher)

This course will give you the skills and knowledge required to provide First Aid response, life support and management of casualties.

TOPICS COVERED INCLUDE:

- Basic Life Support
- Unconscious Casualty
- Expired Air Resuscitation
- Airway Management – Asthma, Choking, Severe Allergic Reaction
- Shock Management
- CPR Principles
- Injury Management
- Burns and Scolds

If you only require a refresher or CPR you can attend part of the session, contact us for details.

8 Hours - 8 CPD Points

Cost to Members \$ 90 / Eligible non-members \$120 / Full course fee \$230



This course is run in partnership with Tas Safety & Training Services Provider No. 32326

Tasmanian Safety & Training Services is responsible for the training and assessment and for issuing this qualification or statement of attainment

ASBESTOS AWARENESS

This covers an introduction to asbestos, recognising different forms of asbestos in buildings and how to deal with them.

TOPICS COVERED INCLUDE:

- Identify asbestos and asbestos containing materials
- The dangers and health concerns of asbestos
- The dos and don'ts of handling asbestos
- Appropriate legislation requirements and responsibilities
- Sources of information and help concerning asbestos
- Basic concepts of WHS plans and safe work methods statements for the handling of asbestos hazards in the workplace.

3 Hours – 3 CPD Points

Cost to Members \$ 30 / Eligible non-members \$60 / Full course fee \$120

ELECTRICAL TEST & TAGGING

This training will enable you to test and tag your own small power tools, residual current devices and extension leads.

You will be encouraged to bring with you some of your power tools for use as practice equipment.

TOPICS COVERED INCLUDE

- Effects of electricity on the human body
- Methods of reducing electric shock
- How to use a variety of test equipment
- Inspection and testing of various equipment
- Introduction to electrical fundamental concepts

6 Hours – 6 CPD Points

Cost to Members \$100 / Eligible non-members \$150 / Full course fee \$300

WORK SAFELY IN THE CONSTRUCTION INDUSTRY – CPCCOHS101A (White Card)

This course meets the requirements for the “WHITE CARD”, which is the minimum OHS requirement for entry on any building site in Australia. It covers the new unit of competence CPCCOHS1001A “Work safely in the Construction Industry”.

TOPICS COVERED INCLUDE:

- Responsibilities of building and construction personnel (employers and employees)
- Accident prevention and awareness on site health and safety procedures and requirements
- Materials handling
- Basic first aid/accident procedures
- Compensation and rehabilitation

6 Hours – 6 CPD Points

Cost to Members \$100 / Eligible non-members \$130 / Full course fee \$180



This course is run in partnership with Learning Partners - Provider No. 3397

Learning Partners is responsible for the training and assessment and for issuing this qualification or statement of attainment.

IMPLEMENT TRAFFIC MANAGEMENT PLAN – RIIWHS302D

This training specifies the competency required to implement a traffic management plan for works on roads ensuring traffic flow is maintained and risk to safety of the public and workers is minimised. It covers planning and preparing prior to commencement to cleaning up following the event.

TOPICS COVERED INCLUDE:

- Planning and preparation
- Signage requirements
- Procedures for dealing with offenders
- Selecting and setting out a traffic guidance scheme
- Effective protection of workers
- Monitoring traffic flow
- Closing down a traffic guidance scheme
- Recording guidance scheme details

5 Hours – 5 CPD Points

Cost to Members \$50 / Eligible non-members \$80 / Full course fee \$150



Registered Training Organisation to be confirmed.

PREPARE WORK ZONE TRAFFIC MANAGEMENT – RIIWD503D

This training specifies the competency required to implement a traffic management plan for works on roads ensuring traffic flow is maintained and risk to safety of the public and workers is minimised. It covers planning and preparing prior to commencement to cleaning up following the event.

TOPICS COVERED INCLUDE:

- Planning and preparation
- Signage requirements
- Procedures for dealing with offenders
- Selecting and setting out a traffic guidance scheme
- Effective protection of workers
- Monitoring traffic flow
- Closing down a traffic guidance scheme
- Recording guidance scheme details

A PREREQUISITE OF THIS COURSE IS THE IMPLEMENT TRAFFIC MANAGEMENT PLAN QUALIFICATION

16 Hours – 16 CPD Points

Cost to Members \$150 / Eligible non-members \$200 / Full course fee \$440



Registered Training Organisation to be confirmed.

ENTER CONFINED SPACE – MSAPMPER205C

If you work as a commercial contractor in any industrial situation, chances are you will require someone who holds a confined space entry qualification before too long. Wall and roof cavities, tanks, vats and silo - as a matter of fact, any space that's not classified habitable can potentially be a confined space. Working in such a space is high risk work and needs to be identified and assessed prior to commencing work. Make sure you stay on the right side of the law and take the necessary steps before anyone enters.

TOPICS COVERED INCLUDE:

- Confined space definition and examples
- Confined space safety
- Permit systems
- Acts, regulations and relevant standards
- Atmospheres and testing
- Personal protective equipment (PPE)
- Emergency procedures
- Use of safety equipment

8 Hours – 8 CPD Points

Cost to Members \$ 80 / Eligible non-members \$110 / Full course fee \$230



This course is run in partnership with Tas Safety & Training Services Provider No. 32326

Tasmanian Safety & Training Services is responsible for the training and assessment and for issuing this qualification or statement of attainment

HAZARDOUS MANUAL TASKS

This course is designed to minimise the risk of injury to workers in the Construction Industry carrying out hazardous manual tasks.

TOPICS COVERED INCLUDE:

- Regulations and risk management
- Adopting and maintaining good posture
- Using correct manual handling practices
- Controlling common risks
- Select inspect and fit PPE
- Chemical handling

3 Hours – 3 CPD Points

Cost to Members \$ 30 / Eligible non-members \$60 / Full course fee \$120

RISK MANAGEMENT – SWMS

This course will provide you with the knowledge and skills to implement effective Safe Work Method Statements (SWMS) in construction environments.

TOPICS COVERED INCLUDE:

- WH&S legislation
- Risk management
- Communication and consultation
- Looking at SWMS templates & modifying them to meet your needs

3 Hours – 3 CPD Points

Cost to Members \$ 30 / Eligible non-members \$60 / Full course fee \$120

SAFETY MANAGEMENT PLANS

You will learn how to use the Master Builders Site Safety Management Plan effectively to meet your legislative requirements as a principal contractor.

Course includes the template plan, practical advice and an individual follow up visit on site.

Course cost covers all resources and follow up individual visit.

Prerequisite – You will need basic computer skills to be able to modify your SWMS templates

4 Hours – 4 CPD Points

Cost to Members \$ 250

This course is available to members only

DRUG & ALCOHOL AWARENESS

In this course you will find out what your legal requirements are dealing with drug and alcohol issues in the workplace .

TOPICS COVERED INCLUDE:

- Legal responsibilities for PCBUs/ head contractors/ sub-contractors
- How will it affect your business
- Different drugs and their effect on people
- Recognise symptoms and deal with the issue
- Where from here

2 Hours –2 CPD Points

Cost to Members \$ 20 / Eligible non-members \$ 40 / Full course fee \$90

SUSTAINABLE CONSTRUCTION

GREEN LIVING / SUSTAINABLE LIVING

This course is designed to provide residential builders with knowledge information and tools to incorporate sustainability options into construction.

TOPICS COVERED INCLUDE:

- Project Planning
- Passive solar efficient design construction
- Onsite management – waste management, erosion and sediment control
- Framing and structure – material selection
- Building envelope – insulation, glazing, embodied energy
- Water conservation – tanks, greywater systems
- Energy conservation – solar, efficient lighting
- Interior fitout – materials selection, embodied energy, indoor air quality
- Business strategy

16 Hours – 16 CPD Points

Cost to Members \$160 / Eligible non-members \$260 / Full course fee \$550

CONDENSATION & INSULATION

What goes wrong and how to avoid it, come to look and listen to a number of case studies on condensation issues and how they were rectified. Following the short presentation discuss your specific issues with the facilitator and walk away with some new ideas.

2 Hours – 2 CPD Points

Cost to Members \$20 / Eligible non-members \$40 / Full course fee \$90

BUSINESS COURSES

MYOB TRAINING

Unlike generic MYOB “book keeping” training this course will focus on teaching the aspects of MYOB which are of direct benefit to Builders and Building Industry subbies. In addition to learning fundamental MYOB operations and monthly account keeping processes participants will learn to:

- Manage job/project specific income and costs
- Track running project account balances
- Reconcile and manage variations
- Make progress claims in accordance with the terms of a lump sum contract
- Generate a detailed monthly progress claim related to a cost plus contract
- Reconcile purchase costs against estimated or quoted costs

15 Hours – 15 CPD Points

Cost to Members \$125 /Eligible non-members \$250 / Full course fee \$450

HOW TO WRITE TENDERS

This course is designed to provide practical hints and tips on how to increase your efficiency and improve your chances of winning the tender. You will examine Non-Government tendering and what is important in determining where your organisation is best placed to put its efforts.

TOPICS COVERED INCLUDE:

- Non – Government tendering – reputation, relationships, results
- The tendering process – awareness of contract law
- Understanding what is important in your tender response – discuss the parts that really matter
- Questions / Discussions

3 Hours – 3 CPD Points

Cost to Members \$ 30 / Eligible non-members \$60 / Full course fee \$120

BUSINESS MANAGEMENT – WINNING PROFITABLE JOBS

How to win jobs that pay you what you're worth

This covers a range of pricing strategies that will help you win the jobs you want to win. It will look at the impact pricing can have on your profits and help you determine which jobs are worth your energy and focus. It will also outline some easy ways you can convey value to your clients to avoid competing on price alone.

You will leave with a clear strategy on how to price your work so that you know what profit you are making and you can select the most profitable work available.

TOPICS COVERED INCLUDE:

- Thinking about price and profits
- Pricing beyond a mark-up – other ways to price a job
- How to know how profitable every job is
- Should you be taking every job
- Presenting your pricing as a proposal the clients will say “yes” to

2 Hours – 2 CPD Points

Cost to Members \$20 /Eligible non-members \$40 / Full course fee \$90

BUSINESS MANAGEMENT – YOUR TEAM

Biggest asset or biggest liability

This covers how you engage people to help you in your business. Employing people can be expensive and complicated so make sure you understand what your options are and how to do it in a way that fits your business. You will leave with a clear insight on becoming an employer of choice who attracts great talent and retains your current talent. You will also learn how to improve your team's performance through great management strategies including how to make them less reliant on you, setting targets, accountability and motivation.

TOPICS COVERED INCLUDE:

- Employee vs. sub-contractor vs. labour hire
- Recruitment
- Retention
- What key performance indicators (KPI's) are important to you
- Performance and bonus systems

2 Hours – 2 CPD Points

Cost to Members \$20 / Eligible non-members \$40 / Full course fee \$90

BUSINESS MANAGEMENT – MAKING CLIENTS YOUR GREATEST FANS

Turning happy clients into your greatest fans

This is designed to help you design your clients experience so at the conclusion of their work with you, they become your greatest fans. A lot of new business comes from word of mouth, so if your clients are raving about the quality of your work and the experience they had with you, you will have just made a significant increase in your sales without serious financial investment.

TOPICS COVERED INCLUDE:

- Strategies to make it easy for clients to refer work to you
- Identifying and creating raving fans in your client base
- What an effective referral strategy can mean for your profit and work schedule

2 Hours – 2 CPD Points

Cost to Members \$20 / Eligible non-members \$40 / Full course fee \$90

BUSINESS MANAGEMENT – LEADERSHIP AND CHANGE

Because no business ever outperformed its leader

As an owner or manager of a business your role is to influence your team and get the best out of them. But how is this done effectively? How do you get them to respond positively to the changes you implement in your workforce? This course will show you the skills to take your team through the process of change to minimise resistance and speed up your moving forward.

TOPICS COVERED INCLUDE:

- How to create a vision for your business
- Leader vs. manager – what are the differences and how do you do both?
- Time management skills
- How to exploit change in an ever changing environment

2 Hours – 2 CPD Points

Cost to Members \$20 / Eligible non-members \$40 / Full course fee \$90

BUSINESS MANAGEMENT – BETTER THINGS TO DO

Reducing your administration by up to 70% and increasing your quality of life

This is specifically aimed at all administration managers and the business owners to help reduce stress, become more financially organised and take advantage of the opportunities provided by the use of modern technology.

You will leave with extensive knowledge on available resources to help you significantly reduce administration time, human error, double entry and enable you to have more accurate management figures to ultimately run a more profitable and efficient business.

TOPICS COVERED INCLUDE:

- The areas in administration that you shouldn't be doing
- How to make bank reconciliations
- How to significantly reduce time spent on creditor and debtor management

2 Hours – 2 CPD Points

Cost to Members \$20 / Eligible non-members \$40 / Full course fee \$90

BUSINESS MANAGEMENT – YOUR PERSONAL WEALTH

Grow, protect and manage your wealth

This covers strategies on leveraging off your business to build, protect and manage your personal wealth. You will learn what you need to be aware of when insuring your assets, what different business structures can mean at tax time and what do you need to be doing today to make sure you not only retire in comfort but in style too. You have risk and hard earned cash in your business – so how do you make sure your personal assets aren't exposed to risk? How do you protect your hard earned cash and make it work for you.

TOPICS COVERED INCLUDE:

- How do you lay the foundations to successfully build your wealth to achieve your lifestyle objectives, now or in the future
- Protecting yourself, your family and your business against unforeseen health and life events should be a top priority, but what do you actually need.
- How do you manage your wealth when you're no longer here? Protect your spouse and children against losing YOUR wealth, you are in control.

2 Hours – 2 CPD Points

Cost to Members \$20 / Eligible non-members \$40 / Full course fee \$90

GOOD PEOPLE PRACTICES

Designed as an HR Information Session it will supply you with handy tips on how to manage your staff efficiently, fairly and legally from recruitment to termination, including guidance on anti-bullying.

TOPICS COVERED INCLUDE:

- Why put targeted effort into HR?
- Are there basic employment conditions covering staff?
- Do awards cover all staff?
- What is bullying?
- What is sham contracting?

2 Hours – 2 CPD Points

Cost to Members \$20 / Eligible non-members \$40 / Full course fee \$90

CONTRACTS TRAINING

This is designed to answer the questions around selecting and completing the correct contracts:

- Learn about the various building contracts and how they differ
- Understand the content and purpose of each contract
- Know your responsibilities and what you are agreeing to
- Be aware of the traps and pitfalls which cause contracts to fail
- Learn how to complete a contract so it is effective and compliant

6 Hours – 6 CPD Points

Cost to Members \$60 / Eligible non-members \$90 / Full course fee \$220

ESTIMATING FOR BUILDERS

This will provide builders and trade contractors within the building industry the skills required to calculate costs and generate quotations for labour, materials, overheads and on-costs on residential and low-rise commercial construction projects.

TOPICS COVERED INCLUDE:

- Identify structural components and “take off” quantities
- Identify and calculate labour, materials and sub-contract costs
- Identify and establish physical resource requirements
- Develop estimated project costs
- Generate a letter of offer (quotation)

15 Hours – 15 CPD Points

Cost to Members \$150 / Eligible non-members \$250 / Full course fee \$500

CONSTRUCTION SUPERVISION

Covers aspects of effective communication, leadership and site administration.

Details to finalised and advised.

16 Hours plus assessments – 16 CPD Points

Cost to Members \$180 / Eligible non-members \$280 / Full course fee \$650

CONTRACTOR MANAGEMENT

Designed to answer the questions around dealing with subbies such as:

What is your responsibility towards them?

Do we have to have a written agreement?

If so—what needs to be in it.

Who is responsible for the safe working aspect of the job?

3 Hours – 3 CPD Points

Cost to Members \$ 30 / Eligible non-members \$60 / Full course fee \$120

TECHNICAL REQUIREMENTS

BASIC SCAFFOLDING – CPCCLSF2001A

Gain the necessary skills and knowledge to plan, prepare and complete basic scaffolding work as prescribed by the National Standard for Licensing Persons Performing High Risk Work.

It requires the following pre-requisites:

Participants must be 18 years of age and be physically capable of performing scaffolding activities.

TOPICS COVERED INCLUDE:

- Plan Work – Site requirements and rules, site hazard identification, emergency procedures, priorities, scaffold fit for the purpose
- Rope work including bowline, clove hitch, rolling hitch, use of gin wheels
- Identify individual modular systems their advantages / disadvantages
- Tube and Coupler overview and use
- Ground Bearing Pressure related to live load, dead load
- Minimums and maximums including lift height bay width lengths, light/medium/heavy duty scaffolds, bracing of scaffolds, tying of scaffolds
- Estimation of material
- Practical training – erect modular scaffold, use tube and coupler where necessary to modify, tag completed scaffold, dismantle scaffold and stow gear

4 – 5 Days and (Held on Demand)

Cost to Members \$500 / Eligible non-members \$750 / Full course fee \$1200



Course conducted in partnership with HANDA Training Solutions Provider No. 60134

HANDA is responsible for the training and assessment and for issuing this qualification or statement of attainment

WORK SAFELY AT HEIGHTS – RIIWHS204D

This is suitable for those required to undertake safe working practices when working at heights or depths. It covers identifying the work requirements, procedures and instructions for the task, accessing and installing equipment and performing work at heights. Upon satisfactory completion this course, participants will be issued with a statement of attainment, recognised within the Australian Qualifications Framework.

TOPICS COVERED INCLUDE

- An understanding of hazard identification, job safety analysis and the height safety hierarchy of control will be achieved
- Safety issues related to working at heights are covered, from how forces are generated in falls, to correct selection and use of anchor points and height safety equipment
- Safe methods of working at heights are introduced including scaffolding, elevated work platforms (EWP), work positioning systems, ladder and fall arrest systems
- Participants are encouraged throughout the training to develop, participate and apply skills in the safe management of working at height, from correct fitting of a full body harness and identifying harness features, through to equipment inspection and maintenance and basic height rescue.

8 Hours – 8 CPD Points (Held on Demand)

Cost to Members \$80 / Eligible non-members \$110 / Full course fee \$230



Course conducted in partnership with Life Rescue International (LRI) Provider No. 91278

LRI is responsible for the training and assessment and for issuing this qualification or statement of attainment

ELEVATED WORK PLATFORMS – TLILC2005A

Gives candidates the necessary skills and knowledge to plan, prepare and complete Elevating Work Platform operations safely and efficiently in accordance with the National Standard of Licencing Persons Performing High Risk Work. On completion of this course candidates will be able to conduct routine checks, plan work, check controls, operate and shut down elevated work platform.

Pre-requisite – Licence applications must be at least 18 years of age and be physically capable of working at height and performing EWP activities.

2 Days and Held on Demand

Cost to Members \$ 200 / Eligible non-members \$300 / Full course fee \$600



Course conducted in partnership with HANDA Training Solutions Provider No. 60134

HANDA is responsible for the training and assessment and for issuing this qualification or statement of attainment

WATERPROOFING INTERNAL

Designed to give an overview of Wet Area Waterproofing requirements under the National Construction Code (NCC), and the revised Australian Standard AS3740. Addressing defect causes and application of the standard relative to current industry trends and practices.

TOPICS COVERED INCLUDE:

- Common failures in waterproofing and how to avoid them
- Use of materials / compatibility of products
- Design issues
- Installation practices

4 Hours – 4 CPD Points

Cost to Members \$ 55 / Eligible non-members \$80 / Full course fee \$160

WATERPROOFING EXTERNAL

Designed to give an overview of above ground waterproofing, compliance and practical applications required by Australian Standard AS4654.2

It will address defect causes and application of the standard relative to decks, planter boxes and movement and drainage principles. Also details Standard requirements for planter box waterproofing and defect avoidance principles for efflorescence.

4 Hours – 4 CPD Points

Cost to Members \$ 55 / Eligible non-members \$80 / Full course fee \$160

HERITAGE PROJECTS MAINTENANCE – CONSERVATION PLANNING

An introduction session will run through some of the theoretical aspects of conservation planning. It will provide an overview into the processes involved with understanding a building/site; an introduction to the philosophy and processes of conservation planning; guide you through the permits and approvals processes and give a basis for understanding how a building has evolved and what may lie beneath the ground surface.

Following this introduction session, participants may choose to enrol in one of the following courses:

- Introduction to conservation planning – The *Burra Charter* (1 day course)
- Heritage, planning and building permits and approvals process (1 day course)
- Heritage fabric identification and recording (2 day course)
- Conservation Management Planning (2 day course)
- Archaeological survey (2 day course).

2 Hours – 2 CPD Points

Cost to Members \$ 20 / Eligible non-members \$40 / Full course fee \$90

HERITAGE PROJECTS MAINTENANCE – INTERIOR

An introduction session will cover to the approaches for managing and maintaining the interior elements of heritage buildings, such as: traditional finishes (types and their origins), repair of various timber elements, traditional plasters and how to conserve, maintain and repair them, traditional timber windows and how to conserve, maintain and repair them.

Following this introduction session, participants may choose to enrol in one of the following courses:

- Traditional finishes (2 day course)
- Repair of traditional timber elements (2 day course)
- Traditional plaster conservation and repair (2 day course)
- Traditional timber windows maintenance and repair (1 day course)

2 Hours – 2 CPD Points

Cost to Members \$ 20 / Eligible non-members \$40 / Full course fee \$90

HERITAGE PROJECTS MAINTENANCE – EXTERIOR

This runs through the theory to approaches for managing and maintaining the exterior elements of heritage buildings, such as: How to conserve, maintain & repair Masonry, restoring and maintaining heritage gardens and landscapes, maintenance, repair and restoration of timber windows.

Particular attention is paid to preventative maintenance in order to stop problems before they become too big.

Following this introduction session, participants may choose to enrol in one of the following courses:

- Masonry conservation, maintenance and repair (2 day course)
- Heritage gardens, landscapes and settings (2 day course)
- Traditional timber windows maintenance and repair (1 day course)

2 Hours – 2 CPD Points

Cost to Members \$ 20 / Eligible non-members \$40 / Full course fee \$90

TIMBER FRAMING

Aimed at achieving solutions where on-site problems or changes occur or where there is a lack of detail on the drawings. It is designed to provide an overview and an understanding of some of the working requirements of AS1684 parts 2, 3 & 4.

TOPICS COVERED INCLUDE:

- Scope and general issues
- Terminology and definitions
- Wall & roof framing
- Bracing
- Fixings and tie downs

3 Hours – 3 CPD Points

Cost to Members \$ 30 / Eligible non-members \$60 / Full course fee \$120

RESIDENTIAL FOOTINGS AND SLABS

This course is aimed at giving you a better understanding of the working requirements of AS2870.

TOPICS COVERED INCLUDE:

- Standard designs for footings and slabs
- Detailing requirements
- Terminology and definition
- Design by engineering principles
- Construction requirements

3 Hours – 3 CPD Points

Cost to Members \$ 30 / Eligible non-members \$60 / Full course fee \$120

This course is divided into 7 modules, containing 16 units of competency. It satisfies the education requirement to become an Accredited Building Practitioner – Low Rise.

COURSE OUTLINE:

MODULES	DATES & VENUES	COURSE FEE
<u>CONTRACTS & LEGAL OBLIGATIONS</u> – 14 Hours (4 Sessions) CPCBC4003A – Select and prepare a construction contract CPCBC4009B – Apply legal requirements to building and construction projects	Launceston - 27 th Jan – 17 th Feb Hobart - 28 th Jan – 18 th Feb Devonport - 28 th Jan – 18 th Feb	MBT Members – \$150.00 Eligible Non Members - \$240.00 Full Course Fee - \$560.00
<u>SUPERVISION & SITE ADMINISTRATION</u> – 21 Hours (6 Sessions) CPCBC4007A – Plan building or construction work CPCBC4008B – Conduct on-site supervision of building and construction projects CPCBC4020A – Build thermally efficient and sustainable structures	Launceston – 24 th Feb – 6 th April Hobart – 25 th Feb – 7 th April Devonport – 25 th Feb – 7 th April	MBT Members - \$230.00 Eligible Non Members – \$360.00 Full Course Fee - \$840.00
<u>BUILDING CODES & PLANS</u> - 21 Hours (6 Sessions) CPCBC4001A – Apply building codes and standards to the construction process for low rise building projects CPCBC4012B – Read and interpret plans and specifications	Launceston – 13 th April – 18 th May Hobart – 14 th April – 19 th May Devonport – 14 th April – 19 th May	MBT Members - \$230.00 Eligible Non Members – \$360.00 Full Course Fee - \$840.00
<u>STRUCTURAL PRINCIPLES</u> – 28 Hours (8 Sessions) CPCBC4010B – Apply structural principles to residential low rise constructions CPCBC4011B - Apply structural principles to the commercial low rise constructions	Launceston – 25 th May – 13 th July Hobart – 26 th May – 14 th July Devonport – 26 th May – 14 th July	MBT Members – \$300.00 Eligible Non Members – \$480.00 Full Course Fee - \$1120.00
<u>ESTIMATING & PROCUREMENT</u> – 28 Hours (8 Sessions) CPCBC4004A – Identify and produce estimated costs for building and construction projects CPCBC4005A – Produce labour and material schedules for ordering CPCBC4006B – Select, procure and store construction materials for low rise projects	Launceston – 20 th July – 7 th Sept Hobart – 21 st July – 8 th Sept Devonport – 21 st July – 8 th Sept	MBT Members – \$300.00 Eligible Non Members – \$480.00 Full Course Fee - \$1120.00
<u>BUSINESS & FINANCIAL MANAGEMENT</u> - 28 Hours (8 Sessions) BSBSMB406A – Manage small business finances BSBSMB404A – Undertake small business planning BSBSMB402A – Plan small business finances	Launceston – 14 th Sept – 2 nd Nov Hobart – 15 th Sept – 3 rd Nov Devonport – 15 th Sept – 3 rd Nov	MBT Members – \$300.00 Eligible Non Members – \$480.00 Full Course Fee - \$1120.00

<u>WORK, HEALTH & SAFETY –</u> 14 Hours (4 Sessions) CPCBC4002A – Manage occupational health & safety in the building and construction workplace	Launceston – 9 th – 30 th Nov Hobart – 10 th Nov – 1 st Dec Devonport – 10 th Nov – 1 st Dec	MBT Members – \$150.00 Eligible Non Members - \$240.00 Full Course Fee - \$560.00
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DATES & VENUES:

Launceston - 30 Gleadow Street	27 th Jan – 30 th Nov
Hobart - Level 5 / 116 Bathurst Street	28 th Jan – 1 st Dec
Devonport - 41 Steele Street	28 th Jan – 1 st Dec

DELIVERY TIMES: 4.30pm – 8pm (classes held weekly)

DURATION: 154 hours of face to face delivery - 600-2400 HOURS VOLUME OF LEARNING

PAYMENT OPTIONS:

A deposit of \$400.00 is payable before commencement. It will be refunded at the completion of the course or on successful completion of a module if the student chooses not to complete the full qualification.

Fees are also payable prior to commencement of each module as indicated above. Additional fees will apply if assignments are not completed in the specified time frames (two weeks after completion of individual modules). Weekly or monthly direct deposit options are available on request.

Courses that attract additional funding outside the TBCITB rebate (i.e. Skills Funding through Skills Tasmania) will also be subject to a deposit payment, but the overall course fees may vary. Amounts and conditions will be advised separately.

Participants who successfully complete all of the required learning and assessment tasks will be issued with an Award for CPC40110 Certificate IV in Building and Construction (Building).



This course is run in partnership with Learning Partners - Provider No. 3397

Learning Partners is responsible for the training and assessment and for issuing this qualification or statement of attainment.

This course is divided into 6 modules, containing 19 units of competency. It satisfies the education requirement to become an Accredited Building Practitioner – Medium Rise.

COURSE OUTLINE:

MODULES	DATES & VENUES	COURSE FEE
<u>BUILDING & CONSTRUCTION MANAGEMENT</u> - 28 Hours (7 Sessions) CPCBC5003A – Supervise the planning of on-site medium rise building or construction work CPCBC5005A – Select and manage building and construction contractors CPCBC5010B – Manage construction work BSBPMG513A – Manage project quality BSBPMG517A – Manage project risk	Continuing on from 2015 Launceston – 1 st Feb – 14 th Mar Hobart – 3 rd Feb – 16 th Mar	MBT Members - \$600 Eligible Non Members - \$825 Full Course Fee - \$1850
<u>STRUCTURAL APPLICATIONS</u> - 24 Hours (6 Sessions) CPCBC4010B – Apply structural principles to residential low rise CPCBC5018A – Apply structural principles to the construction of medium buildings CPCBC5004A – Supervise and apply quality standards to the selection of building & construction material	Launceston – 4 th Apr – 13 th June Hobart – 6 th Apr – 15 th June	MBT Members - \$530 Eligible Non Members - \$750 Full Course Fee - \$1650
<u>PROJECT COST CONTROL</u> - 12 Hours (3 Sessions) CPCBC4004A – Identify and produce estimated costs for building and construction projects CPCBC5002A – Monitor costing systems on medium rise building and construction projects	Launceston – 27 th June – 25 th July Hobart- 29 th June – 27 th July	MBT Members - \$330 Eligible Non Members - \$495 Full Course Fee - \$935
<u>WH&S MANAGEMENT</u> - 12 Hours (3 Sessions) BSBOHS504B – Apply principles of OHS risk management	Launceston – 1 st – 29 th Aug Hobart – 3 rd Aug – 31 st Aug	MBT Members - \$275 Eligible Non Members - \$385 Full Course Fee - \$660
<u>APPLY BUILDING CODES & STANDARDS</u> - 20 Hours (5 Sessions) CCPCBC4001A – Apply building codes and standards to the construction process for low rise building projects CPCBC4012B – Read and interpret plans and specifications CPCBC5001B – Apply building codes and standards to the construction process for medium rise building projects CPCBC5009A – Identify services layout and connection methods to medium rise construction projects	Launceston – 5 th Sept – 31 st Oct Hobart – 7 th Sept – 2 nd Nov	MBT Members - \$380 Eligible Non Members - \$550 Full Course Fee - \$1100

<p>CONTRACTS & DISPUTES MANAGEMENT - 32 Hours (8 Sessions) CPCBC4013A – Prepare and evaluate tender documentation CPCBC5007B – Administer the legal obligations of a building or construction contract CPCBC4024A – Resolve business disputes CPCBC4003A – Select and prepare a construction contract</p>	<p>Sessions to be held in 2017</p>	<p>MBT Members - \$700 Eligible Non Members - \$990 Full Course Fee - \$2200</p>
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DATES & VENUES: Launceston, 30 Gleadow Street – 1st Feb – 31st Oct
Hobart, Level 5 / 116 Bathurst Street – 3rd Feb – 2nd Nov

DELIVERY TIMES: Launceston - 1.30pm – 5.30pm & Hobart - 2.30pm – 6.30pm
(classes held fortnightly)

DURATION: 128hrs face to face delivery
+ 384hrs of suggested external reading and assignments
1200 – 2400 VOLUME OF LEARNING

PAYMENT OPTIONS:

A deposit of \$600.00 is payable before commencement. It will be refunded at the completion of the course or on successful completion of a module if the student chooses not to complete the full qualification.

Fees are also payable prior to commencement of each module as indicated above.

Additional fees will apply if assignments are not completed in the specified time frames (two weeks after completion of individual modules). Weekly or monthly direct deposit options are available on request.

Courses that attract additional funding outside the TBCITB rebate (i.e. Skills Funding through Skills Tasmania) will also be subject to a deposit payment, but the overall course fees may vary. Amounts and conditions will be advised separately.

Participants who successfully complete all of the required learning and assessment tasks will be issued with an Award for CPC50210 Diploma of Building and Construction (Building)



This course is run in partnership with MBASA – Provider No. 0646

MBASA is responsible for the training and assessment and for issuing this qualification or statement of attainment.



**Full Qualification
BSB41415 Certificate IV
Work Health & Safety**



This qualification is suitable for people working in a work health and safety (WHS) role that may or may not work under supervision. They may provide leadership and guidance to others and have some limited responsibility for the output of others.

UNITS OF COMPETENCY:

BSBWHS402	Assist with compliance with WHS laws
BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes
BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control
BSBWHS405	Contribute to implementing and maintaining WHS maintenance systems
BSBWHS409	Assist with workplace monitoring processes
BSBWHS410	Contribute to work related health and safety measures and initiatives
BSBWHS408	Assist with effective WHS management of contractors
BSBWHS407	Assist with claims management, rehabilitation and return to work programs
BSBWHS406	Assist with responding to incidents
PUAWER002B	Ensure workplace emergency prevention procedures, systems and processes are implemented

DATES: This course will be held on demand

DURATION: 8 Sessions x 8 hours

64 hours of face to face contact time + 96 hours of suggested external reading and assignment time.
600 – 2400 HOURS VOLUME OF LEARNING

COST: \$1200.00 Master Builder Members
\$1800.00 Eligible Non Members
\$3515.00 Full Course Fee

PAYMENT OPTIONS:

A deposit of \$500.00 is payable before commencement. It will be refunded at the completion of the course or on successful completion of a module if the student chooses not to complete the full qualification. Fees are also payable prior to commencement of each module as indicated above.

Additional fees will apply if assignments are not completed in the specified time frames (two weeks after completion of individual modules). Weekly or monthly direct deposit options are available on request.

Courses that attract additional funding outside the TBCITB rebate (i.e. Skills Funding through Skills Tasmania) will also be subject to a deposit payment, but the overall course fees may vary. Amounts and conditions will be advised separately.

Participants who successfully complete all of the required learning and assessment tasks will be issued with an Award for BSB41412 Certificate IV in Work Health & Safety

This course is run in partnership with MBASA - Provider No. 0646

MBASA is responsible for the training and assessment and for issuing this qualification or statement of attainment.



Full Qualification
BSB30715 Certificate III Work Health & Safety



This qualification is suitable for skilled operators who take on Work Health and Safety (WHS) responsibilities in addition to their main duties. They may provide technical advice and support to a team and apply a range of competencies in varied work contexts.

UNITS OF COMPETENCY:

Core Units (5)

BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
BSBWHS304	Participate effectively in WHS communication and consultation processes
BSBWHS305	Contribute to WHS issue resolution
PUAWER001B	Identify, prevent and report potential workplace emergency situations

plus 5 elective units to be determined.

DATES: This course will be held on demand

DURATION: 8 Sessions x 6 hours

48 hours of face to face contact time + 96 hours of suggested external reading and assignment time
1200 – 2400 HOURS VOLUME OF LEARNING

COST: \$1200.00 Master Builder Members
 \$1800.00 Eligible Non Members
 \$3515.00 Full Course Fee

PAYMENT OPTIONS:

A deposit of \$500.00 is payable before commencement. It will be refunded at the completion of the course or on successful completion of a module if the student chooses not to complete the full qualification. Fees are also payable prior to commencement of each module as indicated above.

Additional fees will apply if assignments are not completed in the specified time frames (two weeks after completion of individual modules). Weekly or monthly direct deposit options are available on request.

Courses that attract additional funding outside the TBCITB rebate (i.e. Skills Funding through Skills Tasmania) will also be subject to a deposit payment, but the overall course fees may vary. Amounts and conditions will be advised separately.

Participants who successfully complete all of the required learning and assessment tasks will be issued with an Award for BSB30715 Certificate III in Work Health & Safety



This course is run in partnership with Learning Partners - Provider No. 3397
Learning Partners is responsible for the training and assessment and for issuing this qualification or statement of attainment.



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